

FORT HAYS STATE UNIVERSITY ACTIVITY ACCOUNT SCHOLARSHIP

Your security code should appear

PR: H99999 PO: Sec Cd: SAO Aprv: Next:

Vendor 0000059716 Addr 10
Fort Hays State University
600 Park Street
HAYS KS 67601

ShipTo NOSHIP Addr SH
SHIPPING NOT APPLICABLE

Req. Codes

Items

Item No	Quantit	Units	Description	Amount	ACCOUNT NUMBER	Extended
0001	1	EA	SCHOLARSHIP	400.00	SA10900500- 556600	400.00
0002	0			0.00	-	0.00

Notes

ISSUED BY THE CHEMISTRY CLUB
FALL, 2005
MARY SMITH
ID# XXXXXXXX
FHSU STUDENT

Print After

If an FHSU student is the recipient, the funds should be payable to Fort Hays State University. Funds are released to institutional charges first.

If the award is to a high school student, the vendor is the name of the student, care of the high school address (Ex. Jane Doe, c/o Hays High School).

Print After Notes must contain the following:

- The date of the competition or award event
- Description of the scholarship/award and the award period.
- Name and Student ID number of scholarship recipient.
- Indicate if the recipient is a staff, student, or faculty member of FHSU.

Policies:

- Scholarships or awards can be paid to recipients participating in an event sponsored by an FHSU organization.
- Student Fiscal Services will be responsible for mailing the check directly to the scholarship recipient or posting it on their FHSU student account to be applied to institutional charges.
- Documentation to support the requisition must be forwarded to Accounts Payable. No check will be issued until the appropriate documentation is received (Examples: flyers, brochures, meeting minutes, etc.).
- All checks issued to a recipient of the scholarship or award must be cashed within three months from the date of issue.